

Make 1 of 5 Decisions



1. Delete it
2. Delegate it (Forward then "Waiting for Response" folder)
3. Do it (< 2 min)
4. File it (Reference)
5. Defer it (Task)

?s: info@itssimplyplaced.com or 206-579-5743

Start Of Day Routine



1. Process email to zero
2. Reorder Tasks if needed
3. Work on #1 priority until complete
4. Rinse and repeat

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End Of Day Routine



1. Tidy the desk - Put things away
2. Clear "today" tasks
3. Process email to zero
4. Review tomorrow's calendar
5. Prioritize tomorrow's tasks
6. Go home!

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